

Certificate – Accounting/Information Management

PHILOSOPHY:

Designed to meet the demands of the modern business office, this certificate enables the student to better manage information in the typical office setting and to be an integral part of the accounting process.

EXPECTED LEARNER OUTCOMES:

Students will:

1. Demonstrate appropriate level knowledge of basic business principles.
2. Apply basic generally accepted accounting principles (GAAP).
3. Apply basic computerized accounting skills.
4. Demonstrate application of fundamental business math skills.
6. Demonstrate the appropriate level technological skills used in the business accounting environment.

COURSE REQUIREMENTS:

GENERAL EDUCATION	
BUS 110: Business Math (3 credits)	12 CREDITS
CAPP 120: Intro to Computers (3 credits)	
WRIT 101: College Writing I (3 credits)	
NASX 100: Cree Language I (3 credits)	
PROFESSIONAL CORE	
ACTG 201: Principles of Financial Accounting (3 credits)	30 CREDITS
ACTG 202: Principles of Managerial Accounting (3 credits)	
ACTG 205: Computerized Accounting I (3 credits)	
BUS 100: Intro to Business (3 credits)	
CAPP 266: Microsoft Excel (3 credits)	
CAPP 151: MS Office (3 credits)	
OFAD 210: Calculator Applications for Business Using the Ten-Key (3 credits)	
OFAD 212: Records Management (3 credits)	
*Electives (6 credits)	
TOTAL CREDIT REQUIREMENTS	42 CREDITS

*Electives select from the following list of courses:

ACTG 206: Computerized Accounting II (3 credits)

ACTG 275: Payroll Accounting (3 credits)

BUS 120: Business Communications (3 credits)

BUS 210: Business Law (3 credits)

OFAD 215: Professional Office Procedures and Tribal Perspectives (3 credits)